## CITY OF KENT POSITION DESCRIPTION

| Position Inventory Number:                                                           |  |  |  |  |  |
|--------------------------------------------------------------------------------------|--|--|--|--|--|
| Classification Specification: <u>Ergonomics &amp; Facilities Services Specialist</u> |  |  |  |  |  |
| Salary Range: AF 27                                                                  |  |  |  |  |  |
| Position Description: Ergonomics & Facilities Services Specialist                    |  |  |  |  |  |
| Incumbent:                                                                           |  |  |  |  |  |
| Location: Parks Department – Facilities Division                                     |  |  |  |  |  |
|                                                                                      |  |  |  |  |  |

#### **GENERAL PURPOSE:**

Under the direction of the Facilities Management Superintendent, provide administrative, technical, and customer service support; independently resolve administrative, technical, and facilities services related matters not requiring the immediate attention of the Superintendent.

Work is characterized by administrative, technical, and customer service duties in support of a large, complex division. Duties generally include, but are not limited to, coordinating, evaluating, and making recommendations to ensure that the workplace is ergonomically correct for employees citywide; planning, locating, and purchasing furniture for department relocations and remodels; monitoring and maintaining the Honeywell ID Badge System; organizing and managing a division office; act as the division's focal point to receive and distribute work requests for custodial and building maintenance services; processing forms, records, documents, contracts, and reports; ordering and maintaining supplies; researching vendors and contracts and arrange for quotes for a variety of supplies, furniture, and equipment; independently preparing and editing correspondence, reports, and other materials; scheduling meetings and conferences; arranging travel and lodging; assisting with special projects; training/leading other staff; and performing other accounting and technical duties as assigned.

Work is performed under general supervision. The supervisor defines objectives, priorities, and deadlines; and assists the incumbent with unusual situations, which do not have clear objectives or precedents. The incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures, and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate, evaluate, and make recommendations to ensure that the workplace is ergonomically correct for employees citywide. This includes, but is not limited to, desk and height layout, computer height and placement, chair fitting, equipment placement, etc.

Plan, locate, and purchase furniture for department relocations and remodels; and assist with space planning for multiple projects as directed.

Monitor and maintain the Honeywell ID Badge System by taking pictures, creating badges, and assigning established access privileges; maintain citywide meeting room scheduling; ensure proper meeting room setup by checking out requested equipment (i.e. TV, VCR, projectors, etc.)

Coordinate staff input regarding reports; assemble statistical, financial, and administrative materials; prepare documents such as remodeling and construction contracts, tenant leases, annual service contracts, bid documents, etc.; review and proof documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.

Perform technical accounting duties such as reconciling statements and invoices from outside vendors (i.e. Puget Sound Energy, contractors, etc.); processing purchase orders for payment; maintaining financial records; performing monthly utility billing.

Act as the division's focal point to receive and distribute work requests for custodial and building maintenance services.

Research vendors and contracts and arrange for quotes for a variety of supplies, furniture, and equipment; arrange for equipment maintenance as required; verify and monitor vendor contracts for compliance.

Serve as administrative assistant to the Facilities Management Superintendent, relieving the Superintendent of a variety of clerical, technical, and administrative details; organize and manage the Facilities office's daily operations; and serve frequently as liaison between the Superintendent and the public, tenants, clients, management, and other City employees.

Coordinate communications for division operations; assist callers and/or visitors by answering questions, relaying messages, responding to requests, resolving problems, explaining City policies and procedures, and referring calls/visitors to others as appropriate. Callers may include tenants, City employees, contractors, architects, engineers, etc.

Assist in the preparation of the division budget; assist in monitoring budget expenditures; verify, balance, and adjust accounts; prepare journal entries and enter into the City's automated financial system.

Serve as backup to process and maintain payroll and personnel records for the division.

Serve as back up to order and maintain building maintenance, custodial, and office supplies.

Prepare a variety of correspondence, memoranda, reports, and other materials independently; record and prepare minutes from a variety of meetings; arrange and schedule a variety of meetings, conferences, and travel.

Assist with special projects by conducting research, compiling information, and analyzing administrative data.

Train and lead other staff as assigned; plan and coordinate workflow to assure timely, accurate, and efficient office support.

Prepare and monitor the citywide furniture and equipment inventory system; sell surplus items on PropertyRoom.com. This includes tagging items; preparing manifests; communicating with all involved; and monitoring payments received from the vendor.

Monitor the vending machines to ensure that they are operating correctly; notify vendors when machines are not working properly.

Maintain the City's Mini-Motor pool cars program.

Attend meetings, seminars, conferences, and training as appropriate; maintain a current understanding of division functions and programs; represent the division as required.

Establish and maintain complex, inter-related filing systems.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

### PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES:

#### KNOWLEDGE OF:

- Municipal organization, operations, policies, and objectives
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Oral and written communications skills
- Basic bookkeeping and accounting principles, practices, and procedures
- Technical aspects of field of specialty
- Record-keeping techniques
- Basic administrative research methods and practices

#### SKILLED IN:

- Using oral and written communications
- Using interpersonal skills effectively in a tactful, patient, and courteous manner
- Using proper telephone techniques and etiquette to assist a diverse assortment of inquiries and persons
- Composing and editing correspondence and reports
- Assembling diverse data and preparing reports
- Applying the modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs to assigned tasks
- Establishing and maintaining effective and cooperative working relationships with others
- Maintaining inter-related files and records
- Understanding and following oral and written directions

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#### **ABILITY TO:**

- Compose, proofread, and edit general and special correspondence and reports including letters, memoranda, management reports, etc.
- Assist in the preparation and monitoring of the division budgeting
- Apply rules, policies, and procedures of specific division assigned
- Plan and organize work to meet schedules and timelines
- Work confidentially maintaining discretion
- Analyze situations accurately and adopting an effective course of action
- Read, comprehend, and explain documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Communicate orally with small groups of client or employees
- Add, subtract, multiply, and divide at an acceptable rate of speed
- Compute rate, ratio, and percent; and draw and interpret bar graphs
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Deal with problems involving several concrete variables in standardized situations

# EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, or equivalent, supplemented by two (2) years of college level

course work or training in public or business administration, office management, ergonomics, administrative assistance/secretarial training, accounting, finance, or a

related field; and

Experience: Three (3) years of increasingly responsible administrative, accounting, customer

service or related experience including at least one (1) year of administrative support to a division manager, performing ergonomic corrections, or facilities related

experience.

Or: In place of the above requirements, the incumbent may have any equivalent

combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties listed above.

### LICENSES AND OTHER REQUIREMENTS:

- Notary Public License
- Washington State Driver's License, or the ability to obtain within thirty (30) days of employment

## MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software, telephone, fax and copy machine, calculator, projector, and dictaphone.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORKING CONDITIONS:**

Work is usually performed in an indoor office environment; may be exposed to individuals who are irate or hostile. While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

| SIGNATURE                          | ES:                                                                                                                                                            |      |                           |             |      |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------|-------------|------|
|                                    |                                                                                                                                                                |      |                           |             |      |
| Incumbent's                        | s Signature                                                                                                                                                    | Date | Supervisor's Signature    | Date        |      |
| Approval:                          |                                                                                                                                                                |      |                           |             |      |
| Director/Designee's Signature Date |                                                                                                                                                                |      | Employee Services Directo | or/Designee | Date |
| ** Note:                           | This document will be reviewed and updated yearly at time of employee performance appraisal; when position becomes vacant; or, if position's duties are change |      |                           |             |      |

Revised: 2/6/07

significantly.